

**VILLAGE OF COTTAGE GROVE  
TOURISM COMMISSION  
Wednesday, October 19, 2022**

**MINUTES**

**1. Call to order**

Melissa Ratcliff called the meeting to order at 8:03 a.m. This was a hybrid meeting.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present and that the agenda was properly posted. In attendance were Britt Leach, Melissa Ratcliff, and John Williams. Carl Anton attended in place of Ander Victorine to represent Comfort Suites. Staff in attendance were Planning Director Erin Ruth, Communications Manager Gabe Altenbernd, and Village Attorney Rick Manthe.

**3. PUBLIC APPEARANCES – Public’s opportunity to speak.** None.

**4. Discuss and consider minutes from the September 21, 2022 meeting. Motion** by Williams to approve minutes as presented, second by Leach. Motion carried with voice vote of 4-0.

**5. Discuss and Consider Draft Contract to Engage Chamber of Commerce as the Designated Tourism Entity.** Manthe provided an overview of the draft contract, and suggested the commission discuss the level of control the Village wants to have over the work done by the Chamber. Leach had questions about the available and anticipated fund balance, the lead time for the audit in the contract, and how funds would be requested and allocated. Leach also suggested the Chamber would benefit from having flexibility over the use of the funds. Ratcliff suggested the funds could be allocated in January and July and the Chamber could provide an update at each meeting on how the funds were being used. The proposed contract is for one year so changes could be made next year if needed. Manthe indicated he would make the suggested changes to the draft to distribute ahead of the next meeting. Anton provided an update that the hotel has been busy with weddings and visiting construction workers.

**6. Future Agenda Items.** The next meeting was scheduled for Wednesday, November 16 at 8:30 a.m. Items will include the next draft of the Chamber contract, an update on room taxes from the Village Finance Director, and a regular update from the hotel.

**7. Adjournment. Motion** by Williams to adjourn, seconded by Leach. Motion carried with voice vote of 4-0-0.

**Erin Ruth, Director of Planning & Development.**

**Village of Cottage Grove**

**Approved:**

**These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**